

# Shahzad Nasim Haider

## Logistics Coordinator / Manager at Retired

I am a skilled professional and worked in Pakistan Air Force on different positions for **25 years** including management and procurement. Office management, procurement and administration are my major work areas. I am a challenge accepting person and work even more efficiently in hard areas.

## Contact Info

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H No BOF-8/9, GOR-3

Lahore

Lahore, Pakistan

## Strengths & Skills

- ✓ Administrative Skills
- ✓ Computer skills
- ✓ MS Excel
- ✓ Scheduling/Planning
- ✓ Budgeting
- ✓ Forward-planning and strategy.
- ✓ MS PowerPoint

- ✓ Communication Skills
- ✓ Internet
- ✓ MS Word

## Academics

Title	Institute	Score	Date
Military Leadership & Command Course	Junior Commissioned Officers Academy, PAF, Karachi	80%	2018
Management	Pakistan Institute of Management, Ministry of Production and Management, Islamabad	80%	2018
Logistics	School of Logistics, PAF, Kohat	78%	1996
FSc	University of Peshawar, Haripur	53%	1992

## Experience 25 years

Company	Designation	Duration	
Pakistan Air Force	Manager Administration / Admin Manager	Jul 2018 - Jul 2019	1 year
Pakistan Air Force	Assistant Procurement Officer	Aug 2011 - Jul 2018	6.9 years
Pakistan Air Force	Logistics Supervisor / Stock Supervisor	Aug 2007 - Aug 2011	4 years
Pakistan Air Force	Sales Officer / Procurement Officer	Jul 2003 - Jul 2007	4 years
Pakistan Air Force	Admin Officer / Office Administrator	May 1999 - Jun 2003	4.1 years
Pakistan Air Force	Inventory Manager / Inventory Controller	Apr 1996 - Apr 1999	3 years

## Work History

### Pakistan Air Force

Jul 2018 - Jul 2019 (1 year)

#### Manager Administration / Admin Manager

Sargodha, Pakistan

In the last year of my service, I worked at No 120 Air Logistics Depot PAF Sargodha. I was deployed as Supply and Distribution branch administration Supervisor. It was a totally different subject for me but due to my previous hard work habit and fighting spirit, I supervised the whole operations with my willing practical participation with workers under my command

### Pakistan Air Force

Aug 2011 - Jul 2018 (6.9 years)

#### Assistant Procurement Officer

Islamabad, Pakistan

From Aug,2011 to Sep,2018 I worked at Air Headquarters, Islamabad as supervisor indenting/contracting for seven years. I had to check fulfilment of past contracts, check under process indents and contracts and also forecast future requirements of my branch. Keep all record updated on daily basis and present the same for command perusal. Listings of all indents and contracts and their presentation to command on all meeting was my job. Fortnightly, monthly and quarterly meetings were arranged on the demand of chain of command and all relevant data was discussed for resolution of back locks and future planning.

**Logistics Supervisor / Stock Supervisor**

Karachi, Pakistan

In 2007, I was posted to PAF Base Faisal, Karachi (Logistics Squadron), where I was appointed as incharge M&P (Management and Procedure) branch. Almost 50 to 60 workers worked under my command. I had to keep in touch with all workers, make their daily taskings, inquired about their ongoing projects, difficulties in execution of tasks and guide them after discussion with management. I had to maintain daily manning states and all logistics related states for onward submission to Officer incharge and **Commanding Officer**. Weekly motivational and procedure lectures were also managed, delivered by officers and supervisors. Moreover being incharge, I had to keep relations with customers/consumers/user activities, discuss their problems and facilitate them for resolution of problems.

**Sales Officer / Procurement Officer**

Attock, Pakistan

Office management at Directorate of Central Procurement Pakistan Aeronautical Complex, Kamra including records of all files, vendors, previous and ongoing contracts, tenders and contracts of current financial year under finalization process, make summaries of all above and present/discuss with Director. To make presentations on MS Excel and Power Point for weekly, monthly and quarterly meetings with PAC Board management including **Member Commercial** and **Chairman PAC Board**. Also had to have keen observation and look after successful execution of current year tenders till the finalization of contracts. I had also to keep all records of relevant mails from vendors and user activities, their entries in computer as well as relevant files.

**Admin Officer / Office Administrator**

Sargodha, Pakistan

Office administration at Supply Chain and Logistics department is a challenging job. I was appointed as office administrator at **PAF Sargodha** Logistics Squadron. My duties were to manage all office workers overtime, leaves, attendance records on MS Excel sheet. I had to supervise almost 25 men keeping all records of their daily tasks, next day plans and their deployments. Also to make daily states and present to my officer incharge. Also to convey new orders to my subordinates I had from my seniors.

**Inventory Manager / Inventory Controller**

Karachi, Pakistan

Supervised Supply Chain management process and office management at Central Receipt Office (No 101 Air Logistics Centre), PAF. It covered receipt, storage, shipment of PAF store from local and international vendors. All records were maintained on MS Excel there. Regular contact with all the vendors was also mandatory. So I had a great experience of local and international correspondence there in No 101 ALC (MS Word)

 **Industries**

- Supply Chain
- Office
- Management

 **Languages**

- Punjabi - Native
- Urdu - Native
- English - Medium
- Pashto - Medium

 **Functional Areas**

- Administration And Office Support

 **Hobbies**

- Poetry
- Reading
- Internet